

WBL Reporting Requirements for 2017-18

The Personalized Learning Plan (PLP) is designed to guide and track intentional student learning through goal-setting, employability skill development, and placements aligned to a student's area of elective focus. It is a requirement for work-based learning (WBL) experiences according to the state board's [WBL Framework, established in High School Policy 2.103](#).

To date, capstone WBL experiences have required the use of the paper copy of the [PLP Packet](#). For the 2017-18 school year, a Work-Based Learning (WBL) Student Placement Portal has been launched and serves to complement the existing PLP Packet. This portal is first phase of the department's redesign of the required PLP for capstone WBL student placements.

WBL Personalized Learning Plan Redesign

The [Work-Based Learning \(WBL\) Student Placement Portal](#) is an online resource that will enable teachers and students to track progress toward student goals more effectively. It will also allow districts to collect information from work sites and students more systematically. In the long-term, the WBL Student Placement Portal is designed to replace the existing PLP Packet

Phase I is the first step in rebuilding a more dynamic and user-friendly PLP Packet based on feedback received from WBL coordinators. This portal will be tested and used during the spring of the 2017-18 school year. It will compile student placement information from two capstone courses: *Nursing Education (6000)* and *WBL: Career Practicum (6105)*. The portal will also be used to build useful data reports for districts to guide the growth of their WBL programs.

Phase II will replace major components of the current PLP Packet to improve functionality for WBL coordinators and students. The information captured through the online PLP will enable districts to better track student participation and program growth. Ultimately, the redesigned PLP will enable WBL coordinators to see all their students' information and keep it updated electronically during the year. It will also enable students to log in to track and update their progress toward their WBL goals in real-time. The department is committed to improving the PLP Packet to better meet the needs of students and teachers while also ensuring that reasonable reporting measures are in place to track WBL participation.

WBL Reporting Requirements for 2017-18

There are three primary reporting requirements for WBL for the 2017-18 academic year. For more details, see the *WBL Program Reporting Checklist* at the end of this document.

1. **Personalized Learning Plan Packet:** All students completing a WBL experience for credit at the capstone/practicum level must have a Personalized Learning Plan (PLP) Packet on file at the school/district. PLP Packets are subject to monitoring by the Department of Education, and copies may be requested by Department of Labor and Workforce Development.

2. **WBL Student Placement Portal:** During the 2017-18 school year, students enrolled in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)* must also create student profiles and report placement information through the WBL Student Placement Portal to report and verify information from the PLP Packet.
3. **CTE Course Reporting:** All students enrolled in CTE courses for credit are required to comply with CTE course reporting requirements under Perkins IV, using the eTIGER system.

Timeline for WBL Student Placement Portal Reporting:

Student profile and placement information should be entered early in the term and maintained throughout the year. Information for students who completed fall courses should be entered no later than March 9. Information for students enrolled in year-long or spring courses should be entered no later than April 13. All information should be final and verified by the WBL coordinator no later than May 31. Instructions for reporting are provided in the *Step-by-Step Guide to the WBL Student Placement Portal*. WBL coordinators are encouraged to complete these steps as soon as information is available in the Personalized Learning Plan Packets, but must be complete and correct by the deadlines below:

March 9, 2018 – Deadline to enter and verify final student profile and placement information for ***fall courses***. Information should be completed in WBL Student Placement Portal for all students who completed a capstone WBL course during the fall term prior to Dec. 30 in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*. The vast majority of teachers who taught these courses in the fall will have approximately fourteen students to enter. Of WBL coordinators who taught these courses in the fall semester, 91% will have fewer than 25 students to enter.

April 13, 2018 – Deadline to enter student profile and placement information for ***spring and year-long courses***. Information should be entered in WBL Student Placement Portal for all students pursuing capstone WBL credit during 2017-18 school year in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*. The portal is designed for students to log in, enter their own information, and track their own outcomes. WBL coordinators may require students to create their own profiles and enter placement information using their completed Personalized Learning Plan Packets. Information must be complete and accurate by the deadline and should be maintained during the term for accuracy.

May 31, 2018 – Deadline to ***verify all final student profile and placement information***. All information should be complete, accurate, and verified in WBL Student Placement Portal for all students who earned capstone WBL credit during 2017-18 school year in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*.

WBL Program Reporting Checklist

Personalized Learning Plan Packet:

- Available on the [WBL website](#) under “WBL Requirements”
- Required for all WBL experiences to guide intentional learning toward the student’s academic and career goals, employability skill development, and alignment to the student’s area of elective focus
- Maintained on file at the school for all WBL placements for 5 years, as required by Tennessee Child Labor Law and consistent with the Department of Education’s WBL Policy Guide
- Subject to monitoring by the Department of Education and copies may be requested by the Department of Labor and Workforce Development

WBL Student Placement Portal:

- Available on the [WBL website](#) under “WBL Requirements”
- During the 2017-18 school year, student profiles and placement information must be reported for all students enrolled in the following course codes (for workplace-based and school-based placements):
 - *Nursing Education (6000)*
 - *WBL: Career Practicum (6105)*
- Most information reported in the online portal is included in the Personalized Learning Plan Packet and may be located in “Part A” and the “WBL Agreement” sections.

Student Exit Survey:

- Students participating in year-long and spring term WBL capstone placements during the 2017-2018 school year will be asked to complete an *Exit Survey* by April 13. A link to this survey will be provided in the WBL Student Placement Portal and emailed to WBL Coordinators in mid-spring.

CTE data management reporting:

- WBL experiences awarding CTE elective credit or credits must be reported and attested in the CTE data management system for compliance under Perkins IV. Student enrollment, technical skill attainment, and credits awarded will be tracked and submitted.
- For additional information or assistance with this reporting process or with the eTIGER system in general, please contact Li-Zung.Lin@tn.gov.

More information and updates about WBL

All WBL policies, professional development, and the [WBL Toolbox](#) are posted to the [WBL webpage](#).